



Request for Authorised Absence Due
To *Exceptional Circumstances
Application Form

Name of Student:		Tutor Group:
Date From:	Date To:	Total Number of School Days:

***Please note that under Government guidelines, since 1st September 2013:**

- Principals no longer have discretionary powers to grant absence unless there are exceptional circumstances relating to that application. A family holiday during term time does not fall under the category “exceptional circumstances”.
- Any leave taken without written approval will be marked as ‘unauthorised absence’.
- Please be aware confirmation of decision for the exceptional circumstance request will be sent via email from Attendance.

More information can be found on:
www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments

Please give the reason(s) why you wish this request to be considered as an Exceptional Circumstance:

CLEAR EMAIL ADDRESS:

Parent/Carer Name (PRINT): _____

Signature: _____ Date: _____

Form Tutor: _____ Date: _____

Comments:

Authorised by Principal: Yes/No _____ Date: _____

If there is a sibling at another school for whom you are requesting an authorised absence, please give details below:

Name of Child: _____ School: _____

Name of Child: _____ School: _____

For Office Use: Mrs Wheatcroft Email Confirmation () Letter () Scanned / Sims () Sims Register ()				
Previous Academic Year % Attendance	Current % Attendance	Authorised Days	Unauthorised Days	Previous “Exceptional Circumstances” days: